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21 June 1985

MEMORANUDUM FOR CHAIRMAN, SECOM

SUBJECT: Security Awareness and Education Subcommittee(SAES)

1. Attached for your information/review are copies of our SC Minutes, 16 May 1985 meeting, and the Agenda from our 20 June 1985 meeting. I'd appreciate any comments or questions you might pose.

2. As you are well aware, our 1985 Security Educators' Seminar will be held at the FBI Academy, Quantico, VA, 7-11 October 1985. Similar to our actions for the 1984 seminar, I will forward to you shortly, for signature, correspondence to the SECOM principals announcing the seminar and requesting their agency's participation.

3. We continue to experience difficulty with attendance at our meetings. I have asked each SC member to consider the appointment of an alternate from their agency and to coordinate this matter with their SECOM principal. Because we are susceptible to a turnover in SC members, and because of their sometimes-conflicting agency assignments, I believe it critical to the viability of the SC that we have alternate members. And, to insure continuity should primary members leave, I've encouraged all present alternates to attend our meetings. To quantify our situation, of the fourteen(14) SC agencies, only nine(9) were represented at our 20 June meeting. As we discussed recently, I have a particular problem with attendance by Dept of State and DOE. In spite of any existing "politics" concerning their participation on the various SECOM SCs, we need their experience and perspectives on security awareness and education matters. We would appreciate your consideration on this subject and any influence you can exert towards actual participation by DOS and DOE on our SC.

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4. As a final point, we would appreciate it if you would continue to keep us abreast of the developing UDIS video tape project. All of us on the SC are keenly interested in this effort.

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Attachments

✓Chairman, SAES

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6 June 1985

Security Committee

Security Awareness and Education Subcommittee (SAES)

Meeting 16 May 1985

PRESENT:

Mr. Jim Passarelli

[REDACTED]

Ms. Peg Fiehtner

2nd Lt Corinne Blank

1st Lt Ronald Gevry

[REDACTED]

Ms. Claudia Smith

[REDACTED]

Mr. Bernard Lang

Mr. John Miller

Mr. Ed Teets

Mr. Bob McMenamin

Ms. Denise Forti

[REDACTED]

ARMY

NSA

NSA

NAVY

USAF

USAF

SECOM

ARMY

CIA

CIA

DIA

DIA

FBI

DSI

DOJ

TREASURY

USSS

CHAIRMAN - SECOM

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OLD BUSINESS:

1. [REDACTED] began the meeting by announcing that the FBI Academy has agreed to host the 1985 Security Education Seminar.

2. The minutes from the 16 May 1985 meeting were read and approved without comment.

3. [REDACTED] advised that the Security Awareness and Education Handbook will be available for distribution by the June 1985 meeting.

NEW BUSINESS:

1. Mr. Joe Whitmire, Department of Defense Computer Security Center, gave a briefing on the Computer Security Center (CSC). Joe is assigned to the CSC Educational Services Office.

[REDACTED]

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On 2 January 1981, the Director, NSA, was assigned the responsibility for computer security for the Department of Defense. The DOD Computer Security Center (CSC) was established at the National Security Agency (NSA). The CSC has five operational elements, including Standards and Products; Systems Applications; Research and Development; Technical Support; and Special Projects Office.

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2. Bernie Lang reported that the FBI Academy has agreed to host the 1985 Security Education Seminar, which has been scheduled for 7 - 11 October 1985. The Academy will provide room and board for 40 people at no cost. Approximately 50 persons will be allowed to participate in the Seminar, based upon available space in the classroom at the Academy.

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3. Denise Forti presented a Security Educators' Seminar Critique Sheet to the Subcommittee members. The Subcommittee members agreed to distribute the Critique Sheet to their respective Agency representatives who attended the 1984 Seminar, and return the completed sheets to Denise during the June 1985 meeting.

4. [] distributed to SAES members a copy of a memorandum from [] regarding security education programs to counter leaks. [] has requested that the Subcommittee prepare a report with recommendations on what SECOM should propose as minimum security education standards for the U.S. Intelligence Community to use in briefing cleared persons about to attend unclassified conferences. [] feels that the Subcommittee is already "stretched thin" as three SAES task groups are already working on SECOM projects. [] requested that each SAES member review the memorandum prior to the June 1985 meeting as this matter will be placed on the Agenda.

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5. Peg Fiehtner distributed a memorandum to the SAES chairman which her task group prepared dealing with proposed revisions to the Minimum Standards for Security Awareness Programs in the U.S. Intelligence Community. The task group added a paragraph to the Minimum Standards which deals with unauthorized disclosures. [] also distributed a memorandum which he prepared for the SECOM Chairman regarding Minimum Standards. [] asked that each SAES member study the memorandums and prepare suggestions/corrections prior to the June 1985 meeting.

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6. [] distributed a memorandum addressed to the Chairman, SECOM, dealing with the unauthorized disclosure video tape and he asked that Subcommittee members review the memorandum prior to the June 1985 meeting and prepare corrections/suggestions. He reiterated [] philosophy that "four-fifths of a tape's success is in the concept and script." [] stated that casting is also an important factor if the tape is to be successful. Discussion centered on whether the tape should be classified. []

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advised that the tape has to be classified if actual case histories are cited in the tape. He added that [] wants a classified tape that is directed to the leakers. [] stated that we need a creditable assertion that leaks are harmful. This could be accomplished by using actual case histories which would require some level of classification on the tape. [] pointed out that a person without a clearance doesn't have access to sensitive or leakable information. John Miller suggested that if hypothetical cases are used, then the tape classification could be downgraded. [] reiterated this point suggesting that the tape could focus on scenarios and watered-down versions of actual disclosure cases. [] mentioned that the original idea was to go to the general public (not the leakers) and point out that unauthorized disclosures are harmful to the public. He also felt that this type of tape must be unclassified; however, SECOM has been unable to get certain members of the U.S. Intelligence Community to declassify cases that would be effective in conveying the message to the public. [] advised that the Subcommittee must name an Executive Agency by the end of May 1985, or the money appropriated for the tape will be "subject to grab." [] advised that the Army is willing to be the Executive Agency, although he felt that this could create some problems. He was told that if a DoD organization is selected, then the organization must use DAVA to produce the tape. He was also told that the Tempest problem also prohibits the Army, Navy and Air Force from producing a classified tape in the D.C. area. [] advised that new DoD directives have eliminated the Tempest restrictions. The Subcommittee agreed that the Army should be designated as the Executive Agency, unless another SAES Agency volunteers to assume this role prior to the May 1985 deadline.

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7. The Subcommittee adjourned at 12:00 hours.

8. The next Subcommittee meeting will be held on 20 June 1985 at 10:00. The conference room will be provided at the reception/badge desk.

NSA Member
SAES

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Director of Central Intelligence
Security Committee

Security Awareness and Education Subcommittee(SAES)

Agenda

Thursday, 20 June 1985, 10 a.m. - 12 noon

- Item #1 - Approval of Minutes,
16 May 1985, meeting
- Item #2 - Continuing discussions on SC Alternate Members.
- Item #3 - 1984 Security Educators' Seminar. (Please be prepared to turn-in the follow-on critique sheets from your Agency's participants.)
- Item #4 - Continuing discussions on revisions to Minimum Standards for Security Awareness Programs. (Please review the two DRAFT revisions handed out at the last meeting, and be prepared to recommend forwarding to the Chairman, SECOM, one or the other, or make recommendations for modifications.)
- Item #5 - Status report/continuing discussions on the 1985 Security Educators' Seminar. (Request TG consider establishing milestones in preparation for the October 7-11, 1985 seminar.)
- Item #6 - Continuing discussions on SECOM-D-127, 18 April 1985, subject: Security Education to Counter Leaks. (Formation of TG to provide to the Chairman, SECOM, "a report with recommendations on what SECOM should propose as minimum security education standards for the Community to use in briefing cleared persons about to attend unclassified conferences.")
- Item #7 - Continuing discussions/update on SC UDIS VT efforts. (Please review the provided scopes of work for the VT.)

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